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United States Department of Agriculture,

OFFICE OF EXPERIMENT STATIONS—Circular 47 (Rev.)

A. C. True, Director.

THE CARD INDEX OF EXPERIMENT STATION LITERATURE.

It is the purpose of this circular to outline briefly the general plan of the subject index of experiment station literature regularly issued in card form by this Office, and to state the conditions governing the distribution and sale of the index.

The index at the present time covers only the publications of the agricultural experiment stations in the United States, Alaska, Hawaii, and Porto Rico. Of these publications the index includes all regular, special, technical, and research bulletins and the reports, but not such publications as circulars and press bulletins, except as these are reprinted in the other publications mentioned. Publications of this Department and of State boards or departments of agriculture are therefore not included. The index begins with the publications of the stations for the year 1888, and is kept as nearly up to date as is practicable.

The index comprises thirteen primary divisions, as follows: (1) General sciences, (2) air and water, (3) soils, (4) fertilizers, (5) plants, (6) foods, (7) animals, (8) entomology, (9) dairying, (10) technology, (11) agricultural engineering, (12) statistics, and (13) miscellaneous. These subjects have been divided and subdivided only so far as seemed necessary to facilitate reference to the individual entries of the index. Under general sciences are placed only such entries as relate to the general principles of the various sciences which lie at the foundation of experimental investigations in agriculture. Under statistics are included the entries relating to the organization, equipment, and general operations of the stations. The other primary divisions provide for the articles relating more directly to the agricultural and economic investigations. The plan of the index permits the addition of reference to any literature relating to agriculture, and also affords a wide opportunity for the extension of the index by individual students for their own special purposes.

Each of the divisions, as a rule, contains entries for all the important articles on the subject. In some cases, however, an article, especially of a popular nature, may deal with several subjects and be indexed only under the most important phase of the work. As an illustration of this point, an article dealing with the use of fertilizers for field crops on certain soils may appear under only one of the headings—Fertilizers, Field Crops, or Soils. This has been necessary in order to keep the number of cards within reasonable limits. Where the index, however, is used in its entirety, as planned, cross references lessen the difficulty from this source.

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The divisions and subdivisions are arranged on a decimal system and are plainly indicated by the use of division cards of different colors.

The index is printed on cards 2 by 5 inches in size. Each index card contains an appropriate title, the author of the article, a reference to the publication in which it appeared and to the Experiment Station Record in which an abstract of the article may be found, and a condensed statement of its contents. At the upper right-hand corner of the card is a number indicating under what heading the card should be placed in the index. The order in which the cards are printed is indicated at the lower left-hand corner. It is designed that the cards should be arranged in alphabetical and chronological order under the final subdivisions of the index.

One copy of the index is sent without charge to each of the agricultural colleges and experiment stations and to several of the State boards and commissions of agriculture.

Besides this free distribution, the Office is prepared, under authority of the law, to furnish a limited number of complete sets of the index at the price of $2 per thousand cards. For the division cards an additional charge of $1.25 is made. Sets of division cards and 30,200 index cards, bringing the index up, approximately, to September 1, 1909, are available, and one of these sets will be sent to any address upon receipt of $61.65. Subscribers are also informed when each successive lot of 1,000 cards is ready for distribution. About 1,000 cards are required for the station publications issued each year. Only 270 copies of the index are printed.

On account of the increasing demand for separate divisions of the index, arrangements have been made for reprinting certain divisions or parts of divisions. This Office is therefore prepared to furnish a limited number of divisions of the index at a price only sufficient to cover additional cost of printing. Beginning January 1, 1910, the price will be increased to $3 per thousand, with a small additional charge for the colored division cards.

A key to the index, containing the system of classification, is sent on application.

Payments should be made in advance by United States money order in favor of A. Zappone, Disbursing Officer, but, like all other communications relating to the index, should be forwarded in envelopes addressed to the Director of the Office of Experiment Stations.

Respectfully submitted.

A. C. True,
Director.

Approved:
James Wilson,
Secretary of Agriculture.

Washington, D. C., *November 1, 1909.*

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